**The University of Tulsa – Institutional Review Board**

**Quality Assurance/Quality Improvement (QA/QI) Review/Determination Process**

1. Student completes CITIProgram Training – “Students -Classroom Projects”.
2. Student prepares project, meets with faculty mentor, and reviews information on research, quality improvement, and program evaluation to determine if proposed project meets definition of QA/QI or research.
3. If QA/QI, student prepares QA/QI application (including signed letter from QA/QI site) for faculty mentor review/signature. Student submits signed application (containing student and faculty mentor signature) and CITI training completion certificates for all students on the project and the faculty mentor to [researchcompliance@utulsa.edu](mailto:researchcompliance@utulsa.edu) and copies faculty mentor. All correspondence should include both the student and the faculty mentor.
4. If determined to be “Human Subjects Research”, student consults with faculty mentor for confirmation. A full IRB application is submitted. Note, the protocol may have to go through the site IRB instead of TU’s IRB. If so, an Institutional Authorization Agreement between the institutions will need to be executed. Consultation with the site involve should be conducted before a full IRB application is completed to avoid duplication of effort.
5. Once the TU IRB has determined the project is QA/QI, a determination letter will be issued to the student and the faculty mentor copied.